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MEMORANDUM FOR: Director of Personnel

SUBJECT : Comments on the Reorientation in Supervisory Responsibilities -
 9 June 1964

1. At the request of the Executive Assistant to the Director of Personnel, the following comments concerning the 9 June 1964 Supervisory Reorientation are submitted:

Mr. Echols' Lecture: Substance of lecture was good. At the outset we were clearly appraised of the reason for the day's activities. The general information on the proper role of the supervisor, improper fitness reports, etc. was excellent. The detailed discussion on tardiness was something we could all understand. Most people at one time or another have observed this problem. Mr. Echols most properly brought out the fact that supervisors have a special responsibility in molding the careers of young people. Many don't realize the importance of this statement.

Dr. Tietjen: This lecturer has a very pleasant way of delivering a talk. While it was an interesting talk, he was perhaps a little too philosophical in his approach. More concrete examples of mental and physical problems encountered in life might have made his lecture more meaningful for the average supervisor.

Colonel White: An interesting and enjoyable lecture. His example of problems encountered was good and understandable. His ideas of setting or "shooting" for a desired norm in human as well as work values was good to hear in this day and age. If all subscribed to that type of thinking our supervisory problems would be minimal.

The Panel: Their answers were generally good and informative. However, some people may have gotten the impression that we have more problems in the handling of Government monies than is really the case. I feel the panel period could be cut down to an hour instead of ninety minutes.

2. In summary, the supervisory reorientation is a very worthwhile exercise. It has a tendency to make us look back and see our own imperfection in the handling and developing of subordinate employees.

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Chief, Administrative Staff
 Office of Personnel